

# HCP Specialty Clinic Referral Flow Chart



Colorado Department  
of Public Health  
and Environment



PCP completes the HCP Referral Form and submits to clinic host site and provides a copy to the family if possible

LPHA in county of residence helps to facilitate referrals for HCP specialty clinics by working with the referring physician to complete the HCP Referral Form and assure submission to Regional Specialty Clinic Coordinator

## Pre-Clinic Responsibilities

- Obtain clinic consent and release of information from family
- Obtain medical records and test results from PCP and/or other providers
- Complete HCP Specialty Clinic Medical History form before or during clinic
- Triage patients and schedule appointments
- Cancel or reschedule clinic if unable to schedule minimum number of appointments
- Determine sliding scale fee and include amount in appointment letter
- Mail appointment letter and call family to confirm appointment date/time
- Prepare the HCP Specialty Clinic chart
- Prep clinic rooms

## During Clinic Responsibilities

- Provide interpretation services as needed
- Complete sliding scale fee screening and collect fees as appropriate
- Complete University of Colorado School of Medicine paperwork
- Complete HCP Specialty Clinic Medical History if not completed prior to appointment
- Document height/weight/vital signs as appropriate
- Following provider visit, review follow up recommendations with family
- Complete HCP Specialty Clinic Record
- Provide family with specialty clinic evaluation form

## Post Clinic Responsibilities

- Receive and distribute the HCP specialty clinic dictated notes to the:
  - o Primary care provider (if not already sent by the contractor)
  - o Family
  - o HCP care coordinator/local public health nurse in patient's county of residence, if applicable
- Complete the Data Collection Tool and send to state HCP staff

PCP follows up with family based on dictation

Does the family need additional community-based information and resources?

YES

Does the family reside in the specialty clinic host site county?

YES

Provide community-based information and resources

NO

Refer to LPHA in county of residence for information and resources

NO

No follow-up needed

## Color Key:

- Blue = Clinic host-site action needed
- Yellow = Referring physician action needed
- Green = LPHA action needed